

Personnel Department San Luis Obispo County



**MINUTES OF THE REGULAR MEETING OF THE CIVIL SERVICE COMMISSION
WEDNESDAY JANUARY 24, 2001, 9:00 A.M.
Personnel Conference Room
County Government Center
San Luis Obispo, California**

AMENDED

Present: Commissioners John Burnham, Cyrus Hays, Jeannie Nix and President Robert Bergman

Absent: Commissioner Terry O'Farrell

Staff present: Frank Freitas, Commission Secretary; Angie Passant; Recording Secretary

1. CALL TO ORDER

President Bergman called the meeting to order at 9:00 a.m., and led the flag salute.

A motion was made to elect a President for the Commission.

IT WAS MOVED BY Commissioner Burnham and seconded by Commissioner Nix to re-elect Robert Bergman as President of the Commission.

A motion was made to elect a Vice President for the Commission.

IT WAS MOVED BY Commissioner Burnham and seconded by Commissioner Hays to re-elect Jeannie Nix as Vice President of the Commission.

2. PUBLIC COMMENT PERIOD

President Bergman addressed the public/audience for anyone wishing to address the Commission during Public Comment Period.

Gail West of SLOCEA made public comment regarding a Probation Department Grievance dated September 8, 2000 and submitted a written documentation.

Commissioner Bergman closed the Public Comment period.

3. MINUTES

December 20, 2000.

These minutes reflect official actions of the Civil Service Commission. A taped record of the Civil Service Meetings are generally available for inspection.

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IT WAS MOVED by Commissioner Burnham and seconded by Commissioner Nix and carried to approve the minutes for December 20, 2000.

4. MONTHLY REPORT

December 2000

IT WAS MOVED by Commissioner Hays and seconded by Commissioner Burnham carried to approve the Monthly Report for December, 2000

5. CREATE CLASSIFICATIONS/NEW SPECIFICATIONS

None

6. REVISED SPECIFICATIONS:

- A:** Deputy Director Engineering Services – Dept of Public Works and Transportation.
- B:** Deputy Director Administration – Dept of Public Works and Transportation
- C:** Engineering I, II, III & IV:

Tony Krause – Personnel Analyst commented on the above specifications and stated that the revisions to A & B were only to change some language to reflect the name of the department which was recently changed. He further commented on the Engineering specification, stating that the only change was to the Minimum Qualifications. He stated that Glen Priddy from the department was also present to answer any questions.

Commissioner Nix inquired about the Engineer levels I-IV and inquired if this was the highest level in this series as she had noted a level five on the organizational chart.

Glen Priddy – Acting Director Department of Public Works and Transportation stated that the level five was a management position and that levels I-IV were technical positions.

IT WAS MOVED by Commissioner Burnham and seconded by Commissioner Hays to approve the specifications for Deputy Director Engineering Services – Dept of Public Works and Transportation. Deputy Director Administration – Dept of Public Works and Transportation. Engineering I, II, III & IV.

- D:** Drug & Alcohol Services Program Supervisor.

Rick Bull – Personnel Analyst commented on this specification and introduced Barbara Machado from the department who was present for Paul Hyman – Director of Drug & Alcohol Services.

Commissioner Nix asked if this change is in order to qualify current staff for eligibility to apply for the supervising position.

Barbara Machado – Drug & Alcohol Services stated that the way it is currently written, you would have to be a supervisor to apply. This would enable the specialist III and IV's who already have a great deal of responsibility to apply for the supervisory position.

Commissioner Nix inquired if the position would be Departmental or Promotional.

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Rick Bull stated that it would probably be Departmental Promotional.

IT WAS MOVED by Commissioner Nix and seconded by Commissioner Burnham to approve the specification for Drug & Alcohol Services Program Supervisor.

7. DELETED SPECIFICATIONS:

None

8. FUTURE AGENDAS:

None

9. TIME RESERVED FOR COMMISSION PRESIDENT

Nothing to report.

10. TIME RESERVED FOR COMMISSION ATTORNEY

Nothing to report.

11. TIME RESERVED FOR COMMISSION SECRETARY

Secretary Freitas commented on and referred to an anonymous letter received and responded to by the Personnel Department and distributed to the Commission regarding a recruitment in the Assessor's Office.

President Bergman stated that the policy of the Commission has always been not to respond to these types of complaints.

Gail West - SLOCEA commented on this matter.

Dick Frank – County Assessor commented on this matter also.

President Bergman asked if there were any further issues that the Secretary needed to discuss.

Secretary Freitas stated that there were no other issues and that the Hearing that appears on the agenda has been postponed.

President Bergman asked that if there is a hearing, the materials be distributed in a timely manner.

12. ADJOURNMENT

There being no further business, the regular meeting was adjourned.

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